

TO-DOS

- These are things that need to get done!
- Some of our project template include Todos which help you along the way, including useful information for each of the steps.

The screenshot shows a project management interface with a header bar featuring 'Home', 'Latest activity', 'Pings', 'Hey!', 'Campfires', 'Reports', a search bar, and a user profile icon. Below the header, a banner reads 'BC3: Onboarding and Conversion'. The main area displays a 'To-dos' section with a title 'Pre-launch misc' and a progress count of 15/21. It lists several tasks with checkboxes, due dates, and assignees:

- Project blank slate cards (due Oct 11, assigned to Jason F. and Adam S.)
- Write new kickoff messages for each of the project types (due Oct 11, assigned to Jason F.)
- Review / tweak copy on trial-expiration emails (due Oct 11, assigned to Ann G.)
- Review / tweak copy for the thanks-for-purchase email (due Oct 11, assigned to Jason F.)
- Link project blank slates directly to creating a new thing (when possible) (due Oct 11, assigned to Kris N.)
- Update the welcome loader animation (due Oct 5, assigned to Jason F.)

Below this, there is a button labeled 'Add a to-do' and a list of completed tasks with checkmarks:

- Show the "something's new" banner until it's dismissed, then don't show it again (due Oct 11, assigned to Pratik N.)
- Review / tweak new-account onboarding copy (due Oct 11, assigned to Jason F.)
- My assignments / assignings clean up (due Oct 11, assigned to Jonas D.)
- Move the Home Settings link below the trial banner (due Oct 11, assigned to Kris N.)
- Review My Stuff / assignments / assignings reorganization (due Oct 11, assigned to Pratik N.)
- Hide the topbar nav during onboarding (due Oct 11, assigned to Jonas D.)

CHECK-INS

- Checkin Questions are used to answer a periodic question, like what you have been working on.
- We also use these to help the team prepare for meetings, allowing us to make the most efficient use of our time together.

The screenshot shows a Basecamp HQ interface. At the top, there's a navigation bar with links for Home, Latest activity, Pings, Hey!, Campfires, Reports, Find..., and a user profile icon. Below the navigation is a section titled "Basecamp HQ". A question "What did you work on today?" is displayed, with a note indicating it's asked 53 people every weekday at 5pm. A green button labeled "Add your answer" is present. The main content area is titled "Today" and lists three responses:

- Carrie Brooks, Customer Advocate**
It was quieter today, so I had some extra time to catch up on some non-case things, such as:
 - reading through a handful of Basecamp announcements I bookmarked last week for when I'd have a quiet moment to process them... I'd still love a way to mark something to "read later" (separate from bookmarking)
 - catching up on OMG's [About the Team](#) series
 - reading some recent SVN posts
 - submitting some KYC questions for this month
- Conor Muirhead,**
 - Put the final touches on making people editable from the people spreadsheet and from Adminland, ships Monday!
 - Tackled some quick fix to-dos I've had on my plate for a bit
- Scott Upton, Umami**
 - [Hooked up](#) a "Download" link on attachments and renamed the original link "View full-size." This better [matches expectations](#) and gives people a way to get the file on their hard drive.
 - [Also brought back](#) the "Delete" link within the to-dos edit/bulk edit menu. Sometimes you really do want to put the to-do in the trash and it's [confusing to customers](#) that you can only do this from the perma.
 - Checked out the new on boarding flow and related code changes.
 - Thought some more about how to shift relative dates when starting a project from a template.